

Indiana Dunes Environmental Learning Center



“Where Nature Nurtures Knowledge”

Frog in the Bog Program Planning Guide

This Indiana Dunes Environmental Learning Center Frog in the Bog Program Planning Guide is a revised version with new information and forms.

Please recycle any copies of the Program Planning Guide you have other than this 01/2006 revised edition.

Indiana Dunes Environmental Learning Center Critical Program Checklist

Hello. As you look through this guide, you will find many helpful items for planning your program at Indiana Dunes Environmental Learning Center. This checklist will help you to ensure that all of the critical details are covered. Please review this checklist and have all aspects completed BEFORE ARRIVAL. There is a more complete checklist on page 26. We are looking forward to your arrival.

_____ Make two copies of the completed and signed health and permission form for each student. ALL health forms MUST BE SIGNED. Bring the forms along on the first day of your program.

_____ Students who need medications must bring them along. Select one adult participant to oversee preparation for this.

_____ Students are covered by campers insurance during Learning Center programs, but often other insurance is required by your school district. Please check on this and make appropriate arrangements.

_____ Make sure that all students have a copy of the student journal found in this guide.

_____ Make sure that you are aware of the weather forecast during your program and that your students have appropriate clothing for being outdoors.

_____ Make arrangements for transportation to and from the Learning Center, and make sure that you have a vehicle on site for use in case of emergencies.

_____ Fill out trail group and cabin group lists. Cabin groups should be single-sex, trail groups should be co-ed (unless there is some reason that prevents this.) Bring these lists, the health forms, and payment check or purchase order with you to the Learning Center on the first day of your program.

It is also important for you to read the rest of this planning guide. If you have any questions, please call us at (219) 395-9555.

Indiana Dunes Environmental Learning Center Frog in the Bog Program Planning Guide

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Indiana Dunes Environmental Learning Center



“Where Nature Nurtures Knowledge”

Frog in the Bog **Program Planning Guide**

Section 1 **Learning Center General Information**



Indiana Dunes Environmental
Learning Center

Dear Friends:

Welcome to Indiana Dunes Environmental Learning Center. We are excited about having you and your group as the newest members of our growing family of participants.

Located near the southern end of Lake Michigan, the Indiana Dunes National Lakeshore exists as a truly unique natural treasure. Henry Chandler Cowles recognized this quality more than a century ago as he studied the natural history of the dunes. In 1898 his research and writings brought world wide attention to the dunes. The Learning Center's location rests in the heart of the National Lakeshore's 15,000 acres. Upon entering this classroom without walls, students begin to become a part of Cowles' legacy of exploration and learning. As much as Henry Chandler Cowles sought scientific connections in the natural world of the dunes, programs at the Learning Center seek to guide students toward personal connections between themselves and the world around them.

While planning for your experience at the Learning Center, please use the following guidelines:

- Read the entire program planning guide.
- Use the program preparation checklist to help you.
- Make copies of handouts.
- Follow the time schedule for returning all forms.

The staff at the Learning Center is here to ensure that participation in our program meets your goals and exceeds your expectations. When the time comes to depart from your world in the dunes, we hope you will share what you have learned and experienced.

Respectfully yours,

A handwritten signature in black ink, which appears to read "John G. Hayes". The signature is fluid and cursive.

John G. Hayes
Executive Director

Indiana Dunes Environmental Learning Center History and Background

The National Park Service has long recognized a need for a residential environmental education program at Indiana Dunes National Lakeshore. To meet this need, Indiana Dunes Environmental Learning Center began operations in 1998. Capacity of the facility is 70 students and 10 chaperones in ten four-season cabins with 8 beds per cabin.

A Team Approach: To operate the residential center, a partnership was developed between the National Park Service at Indiana Dunes National Lakeshore and the new Indiana Dunes Environmental Learning Center, a not for profit group organized in 1997. Founded by agencies and organizations involved in environmental education in Lake, Porter, and LaPorte counties, the Learning Center's primary mission is to assist and promote the quality of life for today's and future generations by fostering environmental stewardship.

Indiana Dunes National Lakeshore was established in 1966 by the National Park Service to "preserve the dunes and other areas of scenic, scientific, and historic interest and recreational value ... and to provide for educational, inspirational, and recreational use by the public..." The park has nearly 40 years of experience in providing high quality environmental education programs to thousands of children, currently serving over 50,000 students annually, and remains a leader in environmental education within the National Park Service.

The Learning Center operates and manages the environmental education center through a Memorandum of Understanding and a Cooperative Agreement along with the National Park Service. The Learning Center participates in the development of the camp's educational programs with the National Park Service and seeks funding resources for student scholarships, program equipment, and construction of additional camp phases.

The Indiana Dunes Environmental Learning Center provides programs for 4th grade students through adults, and operates year-round. The flagship program, Frog in the Bog, provides environmental education and an overnight residential experience to students in 4th through 6th grade, or 7th and 8th grade with some alterations. Environmental education programs presented over 2-1/2 days are centralized around the main theme: The Biodiversity of Indiana Dunes, and are tied to the Lakeshore's interpretive themes and local school districts' curricula. Discovery of the park's diverse ecosystems, geology, and history take place through a multidisciplinary approach, using hands-on activities that incorporate the arts, science, and social studies. Educational opportunities occur primarily in the outdoor environment. Students are transported by school bus to various areas within the lakeshore. Follow-up lessons, lab work, and rainy day programs are presented in the dinning hall/multi-purpose building.

Learning Center facilities are also available for weekend use by a secondary audience, including colleges, clubs, elderhostels, teacher institutes, Junior Rangers, and public service organizations. Weekend groups may either present their own environmental education programming, or will be able to schedule a qualified staff person for an additional charge.

Indiana Dunes Environmental Learning Center Mission Statement

The Indiana Dunes Environmental Learning Center provides an in-depth exploration of the dynamic relationship between people and their environment using the natural and cultural resources of the Indiana Dunes region where nature and society co-exist. We strive to make our programs accessible to youth and adults from all kinds of communities. The educational programs are designed to achieve the following goals:

- Develop an understanding of the need for conservation and protection of natural resources.
- Provide opportunities for safe, non-threatening, outdoor learning experiences which promote positive relationships with the natural world.
- Promote awareness of the historical and current changes of how humans have interacted with the natural environment.
- Respond to the educational needs of participants from diverse communities and backgrounds.
- Serve as an institutional role model for stewardship, sustainability, and environmental equity.
- Operate as a national role model for excellence in residential environmental education.
- Pursue coordination and involvement of the Learning Center's programs with Board members and other interested groups.
- Integrate with the National Park Service's environmental education standards and programs; fostering an awareness of the role of the National Park Service in protecting and preserving natural areas for the enjoyment and education of this and future generations.

Indiana Dunes Environmental Learning Center Travel Directions

From the West: Take Interstate 94 East to Exit 22B, Porter at U.S. Highway 20 East. Alternatively, take the Indiana Tollway (Chicago Skyway), I-90 East, to Interstate 94 East to the above exit.

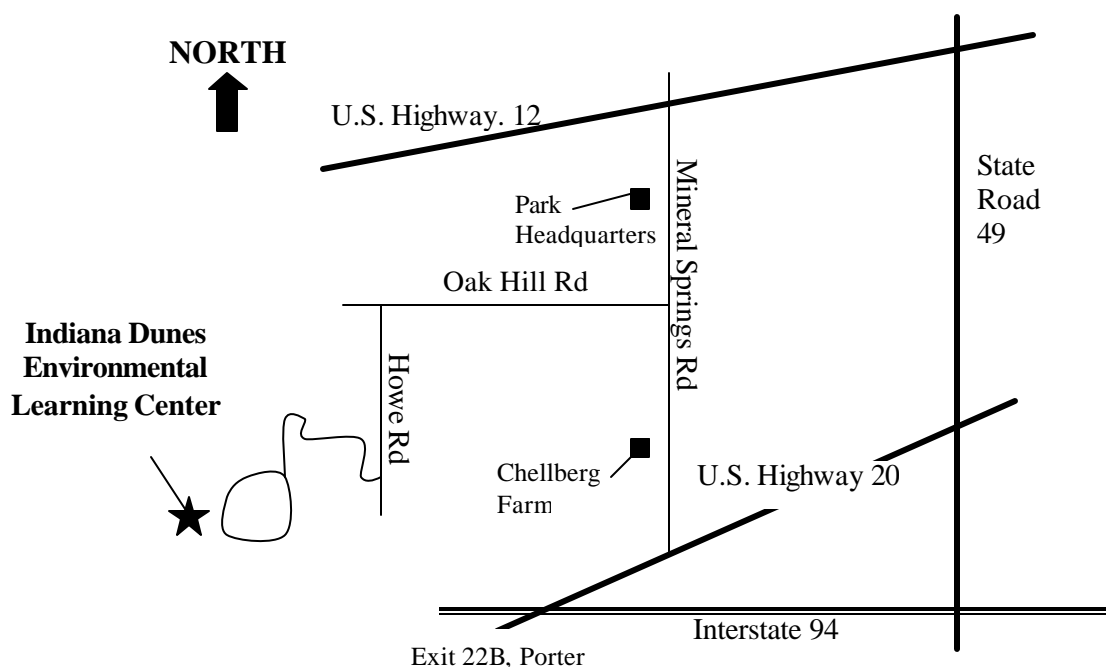
Once off the interstate, continue east on U.S. Highway 20 approximately one mile to Mineral Springs Road. Look for other park signs indicating Bailly Homestead/Chellberg Farm. Go north or left on Mineral Springs Road about 1/2 mile to Oak Hill Road. Turn left or west on Oak Hill Road; go 1/2 mile to Howe Road. Turn left or south on Howe Road. After another 1/2 mile, the Learning Center entrance will be on the right. Enter through the stone gateway and follow the drive past the old Good Fellow Lodge to the parking area adjacent to the Learning Center's Cowles Lodge. Students will be dropped off at this site, and buses can turn around in the circle.

From the East: Take Interstate 94 West to Exit 22 B, Porter at U.S. Highway 20 East. Alternatively, take the Indiana Tollway, Interstate 80/90 West, to Interstate 94 East to Exit 22B, Porter at U.S. Highway 20 East.

Once off the interstate follow the above directions.

From the South: Take Interstate 65 North to Interstate 94 East and follow the above directions from the west.

Note: Mineral Springs Road can be accessed from U.S. Highway 12 East or U.S. Highway 20 East. Please see map below.



Indiana Dunes Environmental Learning Center



“Where Nature Nurtures Knowledge”

Frog in the Bog Program Planning Guide

Section 2 Education Program Information

Indiana Dunes Environmental Learning Center Frog in the Bog Program and Curriculum Overview

Program Description: During their 48 hours at the Indiana Dunes Environmental Learning Center, students experience art, science and history out doors. They explore the movements of animals and plants. They meet historical characters and try crafts, interpretation and planning techniques. They investigate ecosystems. They play games. They hike 4.5 miles. They explore the forest at dusk. They listen to stories, sing songs, and perform skits at a campfire.

Students challenge themselves and work together. They encounter wild and beautiful parts of the National Lakeshore that very few people ever visit. They return to their classrooms with memories and data, sketches and impressions that provide a foundation for continued work in social studies, science, art and language arts. But they also return to their home community with a sense of empowerment and responsibility to make a positive difference in the environment in which they live everyday.

Target Audience: 4th – 6th graders (Northern Indiana, Northeastern Illinois, and Southwestern Michigan). The target audience includes children from all socio-economic groups throughout the region.

Supports National Curriculum: The program will address national and state standards in science, social studies, geography, mathematics, language arts, and visual and fine arts.

Length of Program: 3 day / 2 night stay.

Park Communities/Sites Included in the Program: The program is based at Indiana Dunes Environmental Learning Center within Indiana Dunes National Lakeshore. Other areas which are included in the program include dunes/beach/Lake Michigan, river/floodplain, oak woodland savanna, wetland, and Eastern deciduous forest.

National Park Service Interpretive Themes: The Center's program ties directly to three National Lakeshore interpretive themes which are modified for the developmental level of the program participants.

1. **Natural Diversity:** National Lakeshore ecosystems support an exceptional diversity of plants and animals in communities interacting with the land.
2. **People and the Land:** Many communities of people have lived in the dunes and modified their environment; the current landscape reveals these cultural effects.
3. **Change (Succession):** Ecological succession, or change over time, was first described in the Indiana dunes, and is a major factor in creating the dune landscape and its communities. Disturbances large and small, human caused and naturally occurring leave traces of evidence for students to observe and help interpret. In addition, data collected by each group can be made available for comparison throughout the year.

Indiana Dunes Environmental Learning Center Frog in the Bog Educational Program Goals

The educational programs are designed to achieve the following goals:

- Develop an understanding of the need for conservation and protection of natural resources.
- Provide opportunities for safe, non-threatening, outdoor learning experiences which promote positive relationships with the natural world.
- Promote awareness of the historical and current changes of how humans have interacted with the natural environment.
- Respond to the educational needs of participants from diverse communities and backgrounds.
- Integrate with the National Park Service's environmental education standards and programs; fostering an awareness of the role of the National Park Service in protecting and preserving natural areas for the enjoyment and education of this and future generations.

Program Organization

Pre-visit: There are four major components to the pre-visit portion of the program.

1. A training workshop is required for at least one leader from each group visiting the Learning Center. This workshop includes orientation to the staff, facilities, trails, ecosystems, and program. There will also be time for one-on-one discussions with Center staff, opportunities to talk with other teachers, and time to discuss pre- and post-visit connecting activities.
2. Carefully planned classroom activities are provided for the teacher to prepare students for the concepts and experiences of the onsite program. These include preparing a journal, drawing out students' ideas about parks and ecosystems, and developing some "expertise" on organisms that live in the Dunes.
3. Learning Center staff may be available to visit the school to meet with teachers, parents or guardians, and students.
4. Once you have scheduled a program, a pre-visit activities kit will be shipped to you at least one month before visiting the Learning Center. You must return the kit before attending the Center; instructions will be included.

On-site: Students are immersed in high-quality environments. The program focuses their energies on first-hand observation, constructing concepts, reflecting on knowledge and values, recording the experience, clarifying ideas about self, and working in cooperation with one another. The experience weaves science, art and history together.

Post-visit: Classroom activities extend from the pre-visit through the experience and the days and weeks that follow. Students compare and analyze data. They have opportunities to review data from other schools and other parks. They make drawings and other art works based on their experiences. They develop stories that may lead to book writings, filmmaking or skit production. Students will develop projects which link the Champions of the Dunes missions to their home communities.

Indiana Dunes Environmental Learning Center Sample Frog in the Bog Program Schedule

Day 1	
10:30	Arrival, welcome and orientation
11:30	Move into cabins
11:45	Table helpers report
12:00	Everyone to the dining hall for lunch Dining hall orientation
1:15	Walk Through Time
5:00	Journal time/break
5:15	Table helpers report
5:30	Supper, rest
6:30	Introduction to Dilemmas
7:00	Dusk/night hike
8:30	Back to cabins
10:00	Quiet time begins

Day 2	
7:45	Table helpers report
8:00	Breakfast
9:00	Board bus to trail head
9:30	All-day Hike
4:30	Return to Learning Center for journal time, rest
5:15	Table helpers report
5:30	Supper
6:15	Ecosystem Investigation discussion in Cowles Lodge
7:00	Prepare Dilemmas Skits
7:45	Campfire: Songs, games, and stories led by staff
9:00	Back to cabins
10:00	Quiet time begins

Indiana Dunes Environmental Learning Center Sample Frog in the Bog Program Schedule (Continued)

Day 3	
7:15	Table helpers report
7:30	Breakfast
8:00	Pack up and clean up
8:45	Dilemmas presentation
9:15	Trail group letters/closing ceremony
10:00	Depart

Contingency plan for Day 2, used if weather threatens thunderstorms or extremely cold winds, flexibly based on current conditions. Indiana Dunes National Lakeshore Dispatch office will issue warnings and give advice on changes to the program.

Day 2	
7:45	Table helpers report
8:00	Breakfast
9:00	Times and activities will be based on severity of weather conditions.
12:15	Lunch
4:00	Return to Learning Center
4:30	Break and journal time
5:15	Table helpers report
5:30	Supper
6:15	Ecosystem Investigation discussion
7:00	Prepare Dilemmas Skits
7:45	Campfire or indoor "campfire": Songs, games, and stories led by staff
9:00	Back to cabins
10:00	Quiet time begins

Indiana Dunes Environmental Learning Center Frog in the Bog Bibliography of Environmental Education Books and Resources

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- Project Learning Tree, The American Forest Institute, Inc., Washington, DC, 1977.
- Project Wild, & Project Wet, Western Regional Environmental Education Council, Salina Star Route, Boulder, CO.
- Russell, Helen R., Ten Minute Field Trips, Using the School Ground for Environmental Education, Doubleday & Co., Inc., New York, 1973.
- Suess, Dr., The Lorax, Random House, New York, 1971.
- Van Matre, Steven, Acclimatizing, and Acclimatization, and Sunship Earth, American Camping Association, Martinsville, IN 1974.
- Wood, Douglas, The Earth Song Book, Science Museum of Minnesota, 1985.

Indiana Dunes Environmental Learning Center Web Sites to Explore

- Indiana Dunes National Lakeshore: <http://www.nps.gov/indu>--learn more about the park and its resources.
- National Park Service: <http://www.nps.gov>--search for other national park sites to compare to Indiana Dunes.
- Save the Dunes Council: <http://www.savedunes.org>--includes links to many other organizations
- Chicago Academy of Sciences: <http://www.chias.org/www/diorama/intro.html> provides access to photos of dioramas of the successional stages of the dunes, including plants and animals.
- North American Association of Environmental Education: <http://www.naace.org> current environmental education information and issues.
- EELink: <http://www.nceet.snre.umich.edu> excellent resources for teachers, including activity guides and links to other environmental education organizations.
- Project LEAP: Learning and Environmental Awareness Partnership: <http://www.ai.org/idem/leap> interactive environmental education web site developed by the Indiana Department of Environmental Management
- River of Words: <http://www.irm.org/row/row.html> international art and literature project celebrating waterways
- Environmental Science Centers: <http://www.scienceadventures.org> resource listing of nature centers, environmental resources, zoos, museums, etc.
- National Science Teachers Association: <http://www.nsta.org> contains a variety of current trends and position papers regarding science education.
- Purdue Calumet Science Center: <http://www.essc.calumet.purdue.edu> contains a listing of resources and books relating to environmental education.
- Soil Science Education Home Page: <http://www.gsfc.nasa.gov/globe/soils-index.html> contains songs, stories, activities, and information on soils.

Indiana Dunes Environmental Learning Center



“Where Nature Nurtures Knowledge”

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SECTION 3 Information for Teachers and Chaperones

Indiana Dunes Environmental Learning Center Overview of Information for Teachers and Chaperones

In order for teachers and chaperones to be properly prepared for the program, the following information should be distributed to all adults who will be staying in cabins with students. We suggest that you provide this information at least two weeks ahead of your visit.

- Letter to Chaperones (copy and distribute to chaperones)
- Participant Use Policies
- Student Cabin Duties
- Supervision Policies
- Discipline Policy
- “Eco-Rules for Living Lightly on the Earth”
- What to bring

There will be a teacher and chaperone orientation directly after “Dance of the Dunes”. This orientation will give you needed information, and will give you a chance to ask any questions that you might have.



Indiana Dunes Environmental
Learning Center

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www.duneslearningcenter.org

Dear Chaperone,

Thank you for volunteering to participate in The Frog in the Bog residential environmental education program at Indiana Dunes Environmental Learning Center. Without your support, enthusiasm, and participation, this program would not be possible. This letter, along with information provided by the school you will be working with, will help you to prepare for your experience at Indiana Dunes Environmental Learning Center.

The program begins immediately after the students have unloaded their baggage from the bus on which they arrive. Following an opening activity, students are oriented to the program and to the rules that will be in place while they are at the Learning Center. Teachers and chaperones have a separate orientation that is focused on program logistics and general Learning Center information. The Learning Center recognizes that each school works with its chaperones in different ways. If you have questions or concerns, this orientation is the ideal time to voice them.

You should be aware are the following program specifics.

- 1) You will be responsible for supervision of students in the cabins and on trails. Gentle discipline of students will sometimes be required of you during the program and during the evening hours when Learning Center staff will not be available. If you are prepared for this it is generally easy to avoid discipline problems before they start. Discipline procedures are clearly defined in the orientation meetings so that there should be no disagreement about what constitutes appropriate behavior.
- 2) Safety procedures in case of emergency will be discussed during the adult orientation meeting. Should you need them, emergency services are available 24 hours per day through the National Park Service and through the Town of Porter. Facilities for both of these services are located within two miles of the Learning Center. When students are in residence at the Learning Center the facility is given top priority by National Park Service emergency services. Instructions for what to do in case of emergency are clearly posted in each cabin and in the Learning Center lodge. We ask you to refrain from use of personal cell phones or other electronic devices except in the case of an emergency.
- 3) Your enthusiastic participation throughout the program is essential to its success. Immersion in the Dunes ecosystems will allow the students to absorb an amazing amount of information and to have fun while doing it. Your encouragement and assistance of the students in this experience will help them to get the most out of the program.

Once again, thank you very much for your generosity with your time. If you have any questions please contact the school or the Learning Center at (219) 395-9555. The staff of Indiana Dunes Environmental Learning Center is looking forward to working with you.

Sincerely,

Brian Forist
Education Director

Indiana Dunes Environmental Learning Center Participant Use Policies

- All persons staying at Indiana Dunes Environmental Learning Center must be covered by insurance.
- Swimming activities are allowed only under the supervision of a certified Red Cross Water Safety Instructor or Life Guard.
- Teachers and chaperones will be asked to decide whether shoes must be worn on the beach if weather is appropriate.
- No food, candy, gum, or drinks may be kept or eaten in the cabins.
- The use of tobacco products is highly discouraged. The use of tobacco products is not permitted in any of the Learning Center buildings or on the trails. For adults who smoke, smoking is allowed in the designated smoking area on the Learning Center campus. We ask that you be discreet in front of students and properly dispose of butts.
- Alcoholic beverages, illegal/controlled substances, and weapons of any kind are strictly prohibited.
- Groups are responsible for their own custodial work.
- Quiet time is 10:00pm to 7:00am.
- All vehicles must be parked in designated parking areas.
- A vehicle for emergencies must be provided by each group.
- Adults are responsible for proper supervision of students.
- No one is allowed in construction areas for safety purposes.

Indiana Dunes Environmental Learning Center Cleaning Duties

For the morning of the 2nd and 3rd day of the program, students should be assigned basic cleaning chores to complete so that they may demonstrate a sense of responsibility to their community.

Dining Hall:

- sweep floors (table helpers will be assigned this duty unless you specify otherwise)
- wipe down table tops and chairs and clean problem areas
- spot mop problem areas on floor

Equipment: brooms, dust pan, wipe cloths or sponges, mop, buckets

Cabins:

- sweep hard floor
- gather up your belongings and organize neatly
- remove all toiletries (soap, shampoo, etc.) from sinks and showers
- the morning before final departure, compile garbage in one bag and leave on porch

Equipment: brooms, dust pan

Indiana Dunes Environmental Learning Center Supervision Policies

The health and safety of students at Indiana Dunes Environmental Learning Center is our number one concern. We hope these policies are helpful and that you will help us maintain these standards.

- We recommend one adult for every ten students as adequate for supervision.
- No student should ever be left without adult supervision.
- Students should never be in cabins or other Learning Center facilities without an adult present.
- **No adults should ever place themselves in the situation of being alone with a student.**
- Keep your group together and be sure they understand that they are your responsibility.
- Keep safety in mind at all times.
- A minimum of two adults (one Learning Center staff member and one chaperone) is needed to accompany groups on programs, hikes, and other Learning Center activities.
- At approximately 9:00 p.m. Learning Center staff members depart for the night and the students are 100% the responsibility of group leaders. However, emergency services are available through the National Lakeshore.
- Personal cell phones and other electronic devices should be used for emergency purposes only.

Indiana Dunes Environmental Learning Center Student Discipline Policy

Strike Policy

Any event of unacceptable behavior will result in the following:

Step 1.....Indiana Dunes Environmental Learning Center staff talks to student

Step 2.....student / staff member talks to teacher and Learning Center's Lead
Naturalist or Education Director

Step 3.....student is withdrawn from activities, asked to leave and notify their
parents or guardians

**Serious infractions such as fighting, having
weapons, or controlled substances etc. will
result in immediate dismissal and possible
prosecution.**

- The strike policy is Indiana Dunes Environmental Learning Center's basic discipline policy. However, we advise all teachers and chaperones to develop a behavioral code of conduct agreement with students prior to visiting the Learning Center.
- Teachers, please review this policy with chaperones and students before attending Indiana Dunes Environmental Learning Center.

Indiana Dunes Environmental Learning Center

“Eco-Rules for Living Lightly on the Earth”

Conserve Water - Remember to turn off the water when you are not using it. Take short showers. Report leaking toilets, faucets, and showers.

Conserve Energy - Remember to turn off the lights when not in use. Keep doors and windows closed in cabins and in Cowles Lodge when the heat or air conditioning is on. Dress properly for cold, warm, or wet weather.

Conserve Food - Food is a resource and our source of energy. Please do not waste food, take what you want; but eat what you take.

Conserve Resources - Paper, glass, plastic, wood, and metal are all resources.

Remember the 3 R's - Reduce, Re-use, and Recycle. We have recycling bins in Cowles Lodge for plastic bottles, glass, aluminum, batteries and paper. Please use them.

Keep it Clean - Help clean up activity areas after programs. Keep yourself, personal items, and living area clean. Pick up litter and place garbage in garbage cans.

Create Silence When Appropriate - Noise can be a form of pollution, too. Think of ways you can create silence when the noise level is high.

Respect - While at Indiana Dunes Environmental Learning Center we are all a community living, learning, playing, and working together. Think of ways you can make others' experiences more enjoyable. Respect yourself and others. Remember that this is a National Park and we are all visitors. The plants and animals of Indiana Dunes National Lakeshore are protected.

Indiana Dunes Environmental Learning Center



“Where Nature Nurtures Knowledge”

Frog in the Bog **Program Planning Guide**

Section 4 **Forms and Handouts**

List of Forms for Teachers/Leaders to Fill Out

- Program Preparation Checklist
- Meal and Lodging Form*
- Group Information Sheet*
- Participant Roster*
- Cabin Assignments
- Table assignments
- Trail Group Assignments

** these forms must be returned to Indiana Dunes Environmental Learning Center office 2 weeks prior to arrival*

Student Forms to Take Home

- Dear Parent/Guardian letter
- Dear Chaperone Letter (when applicable)
- What to Bring List
- Student Health and Permission Form

Indiana Dunes Environmental Learning Center Frog in the Bog Program Preparation Checklist

- _____ Make reservations and confirm program dates.
- _____ Attend Indiana Dunes Environmental Learning Center teacher training workshop.
- _____ Read the Program Planning Guide and review with other faculty, chaperones, and students.
- _____ (Optional) Schedule a school visit by Indiana Dunes Environmental Learning Center staff.
- _____ Schedule a Parent/Guardian and Student meeting concerning the trip.
- _____ Assign duties and responsibilities to adults.
- _____ Conduct Pre-Site classroom activities with students
- _____ Make arrangements for transportation, including having a vehicle on-site in case of emergency.
- _____ Collect student health and permission forms and make copies of them.
- _____ **Send in group profile information, participant roster, and meal/lodging form at least two weeks prior to arrival.**
- _____ Assign an adult to be in charge of first aid and distribution of medications.
- _____ Discuss the “what to bring” list with students, emphasizing the need for appropriate outdoor clothing and gear. Plan for cold and wet weather.
- _____ Discuss with students and chaperones Indiana Dunes Environmental Learning Center policy and establish a behavioral code of conduct.
- _____ Gather any needed lesson materials, A/V equipment, recreational equipment, and supplies.
- _____ Assign students to cabins, trail groups and tables for meal times.
- _____ Assign students as table helpers for the dining hall meal times.
- _____ Make arrangements for insurance.
- _____ Have ready to bring to Indiana Dunes Environmental Learning Center: cabin, trail group and table assignments, **2 copies of health and permission forms**, contract, payment check or purchase order.
- _____ Call the Indiana Dunes Environmental Learning Center office at 219-395-9555 if you have any questions.

Indiana Dunes Environmental Learning Center Meal, Lodging, and Group Information Form (Page 1 of 2)

Home-cooked meals are served family style in Cowles Lodge, which can accommodate up to 120 people. It is very important that you notify us of special dietary concerns of your group in the space provided at the bottom of this form. The Frog in the Bog program includes six meals, as indicated on the schedule, with an optional evening snack on the first night for an additional charge. S'mores are provided at the campfire on the second night for no additional charge.

Please complete and return to Indiana Dunes Environmental Learning Center office at least two weeks prior to your arrival.

Name of School: _____ **Grade Level(s):** _____

Program Dates: **Arrival Date:** _____ **Arrival Time:** _____

Departure Date: _____ **Departure Time:** _____

Name of Lead Teacher: _____

Participant Numbers:

Boys _____ **Girls** _____ **Men** _____ **Women** _____ **Total** _____

Number of Cabins: _____

(Maximum occupancy, eight individuals per cabin. One adult chaperone is required for each cabin)

Number of Trail Groups: _____

(We can accommodate up to six trail groups of up to 13 students each.)

Please provide the number of people at each meal.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
Lunch					
Dinner					
Evening Snack*					

*An additional \$1.00 per person per night will be included in the program cost.

Will anyone be celebrating a birthday during your stay? Please provide names and dates.

Indiana Dunes Environmental Learning Center Meal, Lodging, and Group Information Form (Page 2 of 2)

Dietary Restrictions: (Please list food allergies, reaction to food, and any treatment used; also list any religious or vegetarian restrictions or requirements). Please provide exact numbers so that our kitchen can properly prepare.

Please describe any special needs your students have: i.e., gifted and talented, learning disabilities, physically challenges, hearing and visual impairments, severe allergies, other behavioral issues.

What are your objectives for bringing the group to Indiana Dunes Environmental Learning Center?

How are you preparing your students for the trip to Indiana Dunes Environmental Learning Center?

Has anyone in your group attended other programs at Indiana Dunes Environmental Learning Center or visited the site?

Yes _____ No _____ If yes, how many? _____

Indiana Dunes Environmental Learning Center Participant Roster (Page 1 of 2)

Please complete and return to Indiana Dunes Environmental Learning Center office at least two weeks prior to arrival.

List all participants attending Indiana Dunes Environmental Learning Center.

Adults (please print)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Students (please print)

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Indiana Dunes Environmental Learning Center Participant Roster (Page 2 of 2)

Please complete and return to Indiana Dunes Environmental Learning Center office at least two weeks prior to arrival.

List all participants attending Indiana Dunes Environmental Learning Center.

Students continued (please print)

21. _____	51. _____
22. _____	52. _____
23. _____	53. _____
24. _____	54. _____
25. _____	55. _____
26. _____	56. _____
27. _____	57. _____
28. _____	58. _____
29. _____	59. _____
30. _____	60. _____
31. _____	61. _____
32. _____	62. _____
33. _____	63. _____
34. _____	64. _____
35. _____	65. _____
36. _____	66. _____
37. _____	67. _____
38. _____	68. _____
39. _____	69. _____
40. _____	70. _____
41. _____	
42. _____	
43. _____	
44. _____	
45. _____	
46. _____	
47. _____	
48. _____	
49. _____	
50. _____	

Indiana Dunes Environmental Learning Center Cabin Assignments (Page 1 of 2)

Please assign students to cabins before they arrive. Each cabin holds a maximum of 8 occupants per cabin. Please assign one adult chaperone per cabin. We suggest that you make cabin and dining table assignments the same, but you can make them separate if you wish to have co-ed dining table groups. You should assign a “table helper” from each table/cabin for each meal.

Cabin 1 (please print)

- | | | |
|----|-------|-------|
| 1. | _____ | Adult |
| 2. | _____ | |
| 3. | _____ | |
| 4. | _____ | |
| 5. | _____ | |
| 6. | _____ | |
| 7. | _____ | |
| 8. | _____ | |

Cabin 2 (please print)

- | | | |
|----|-------|-------|
| 1. | _____ | Adult |
| 2. | _____ | |
| 3. | _____ | |
| 4. | _____ | |
| 5. | _____ | |
| 6. | _____ | |
| 7. | _____ | |
| 8. | _____ | |

Cabin 3 (please print)

- | | | |
|----|-------|-------|
| 1. | _____ | Adult |
| 2. | _____ | |
| 3. | _____ | |
| 4. | _____ | |
| 5. | _____ | |
| 6. | _____ | |
| 7. | _____ | |
| 8. | _____ | |

Cabin 4 (please print)

- | | | |
|----|-------|-------|
| 1. | _____ | Adult |
| 2. | _____ | |
| 3. | _____ | |
| 4. | _____ | |
| 5. | _____ | |
| 6. | _____ | |
| 7. | _____ | |
| 8. | _____ | |

Cabin 5 (please print)

- | | | |
|----|-------|-------|
| 1. | _____ | Adult |
| 2. | _____ | |
| 3. | _____ | |
| 4. | _____ | |
| 5. | _____ | |
| 6. | _____ | |
| 7. | _____ | |
| 8. | _____ | |

**Indiana Dunes Environmental Learning Center
Cabin Assignments (Page 2 of 2)**

Cabin 6 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 7 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 8 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 9 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Cabin 10 (please print)

- 1. _____ Adult
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Indiana Dunes Environmental Learning Center Table Assignments (Page 1 of 2)

Please assign students to tables before they arrive. Each table seats a maximum of 8. Please assign one adult chaperone per table. Be sure to assign one “table helper” from each table for each meal.

Table 1 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 2 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 3 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 4 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 5 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Indiana Dunes Environmental Learning Center
Table Assignments (2 of 2)

Please assign students to tables before they arrive. Each table seats a maximum of 8. Please assign one adult chaperone per table.

Table 6 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 7 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 8 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 9 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Table 10 (please print)

1.	_____	Adult
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
7.	_____	
8.	_____	

Indiana Dunes Environmental Learning Center Trail Group Assignments (Page 1 of 2)

Students should be assigned to trail groups before they arrive. Each group should have no more than 13 students and no fewer than 9 or 10 students. Please let the Program Manager know how many trail groups will be required so we can provide an appropriate number of staff members.

Group 1 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Group 2 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Group 3 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Indiana Dunes Environmental Learning Center
Trail Group Assignments (Page 2 of 2)

Group 4 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Group 5 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Group 6 (please print)

Adult _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Dear Parent or Guardian:

Your child is about to embark on an exciting learning adventure that they will never forget. The staff here at Indiana Dunes Environmental Learning Center is eagerly awaiting their arrival, and will do everything possible to make this a positive experience.

Our program is interdisciplinary, comprehensive and strengthens both academic and social skills. At Indiana Dunes Environmental Learning Center, your child will actively engage in learning experiences that promote: team building, individual discovery, problem solving, critical thinking, and decision-making skills. Moreover, the curriculum enables us to assist teachers in meeting state and federal science education benchmarks while incorporating traditional camp activities including: campfire songs, games, night hikes, "Dance of the Dunes", and much more. At Indiana Dunes Environmental Learning Center we strive for excellence and would like to create an opportunity for your child to explore their world by learning, appreciating, and understanding the dunes.

Our program staff consists of trained naturalists with First Aid and CPR certification, as well as training in on-trail emergency management techniques. They are committed to ensuring that your child has a fun learning experience in a safe manner.

In order to totally immerse your child in the program, we ask that you do not phone or ask your child to call home. However, in the event that an emergency has occurred and you need to reach your child, please use the phone number and address below. If you have any additional questions or concerns, please contact your school staff. If they are unable to address your concerns, feel free to contact the Indiana Dunes Environmental Learning Center staff.

Indiana Dunes Environmental Learning Center Address and Phone Number

Indiana Dunes Environmental Learning Center
700 Howe Rd

Chesterton, IN 46304 (219) 395-9555 M-F 8-4:30 (219) 395-8403 evenings and weekends, and (219) 926-7561x311 nights.

Indiana Dunes Environmental Learning Center Staff

John Hayes	Executive Director	Emma Rocke	Outreach Education Specialist
Brian Forist	Education Director	Gloria Petersen	Administrative Assistant
Abe Paluch	Lead Naturalist	Melinda Lunghofer	Marketing Director

Sincerely,



John Hayes
Executive Director

Indiana Dunes Environmental Learning Center Health, Safety, and Emergency Care Procedures

Learning Center responsibilities:

The health and safety of our participants is the number one concern of Learning Center staff. Our staff receives training and certification in basic first aid and CPR. During the program, Learning Center staff will carry cellular phones and first aid kits. The Center maintains direct radio contact with the Indiana Dunes National Lakeshore law enforcement and emergency response division. During their stay at Indiana Dunes Environmental Learning Center, participants are covered by campers' insurance. Please be sure to have information about any further coverage required by your school system.

Group responsibilities:

- **Have at least one vehicle on-site for emergency use.**
- **Assign one adult to coordinate and supervise medications needed by the students.**
- **Have TWO copies of the STUDENT HEALTH AND PERMISSION FORM prepared for each student. This form MUST be completed and SIGNED upon arrival at the Learning Center for each student.**
- **STUDENTS WITHOUT A COMPLETE AND SIGNED HEALTH AND PERMISSION FORM WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROGRAM.**
- **Listen to health and safety information that will be given during the adult orientation meeting at the beginning of your stay.**
- **Distribute the "Letter to Parents/Guardians" with emergency phone numbers at Indiana Dunes Environmental Learning Center.**

Indiana Dunes Environmental Learning Center Emergency Procedures

FIRE EMERGENCIES:

--CABIN FIRE (FIRE AND CARBON MONOXIDE ALARMS WILL SOUND):

Exit doors are located at front and rear of cabin.

1. Exit cabin with your group and assemble at flag pole.
2. Keep your group together and conduct head count to make sure all students are accounted for.
3. Contact park dispatch using the RED PHONE in Cowles Lodge.
4. Remain calm. Keep students together and supervised. Wait until emergency personnel arrive.

--COWLES LODGE FIRE (FIRE AND CARBON MONOXIDE ALARMS WILL SOUND):

1. Exit building and assemble in parking area.
2. Keep your group together and conduct head count to make sure all students are accounted for.
3. Remain calm. Keep students together and supervised. Wait until emergency personnel arrive.

TORNADO/SEVERE WEATHER:

1. Monitor weather radio.
2. Updates are also available by calling park dispatch, and a siren will sound indicating severe weather.
3. In cabins participants should move away from windows or glass doors and seek shelter in restroom/shower room.
4. Tornadoes: Exit cabins. Seek shelter in interior hallways and restrooms of Cowles Lodge. Stay away from windows and doors. Keep your group together.

ILLNESS OR INJURY:

If emergency medical assistance is needed, contact park dispatch using the RED PHONE in Cowles Lodge. Stay on the line until directed by dispatch to do otherwise.

An adult should stay at Cowles Lodge to meet emergency personnel and in case of return telephone calls coming in on main office line.

FALSE ALARM OR NO APPARENT CAUSE:

1. Exit cabin with your group.
2. Assemble in Cowles Lodge. Keep your group together and conduct head count to make sure all students are accounted for.
3. Contact National Lakeshore Dispatch using RED PHONE.
4. Wait with your group in Cowles Lodge for arrival of NPS personnel.

EMERGENCY PHONE NUMBERS:

NATIONAL LAKESHORE DISPATCH USE RED PHONE (No dialing needed)

(On Indiana Dunes Environmental Learning Center phones, dial 9 for outside line)

NATIONAL LAKESHORE (9) 926-7561 x 311

POLICE (9) 911

FIRE (9) 911

AMBULANCE (9) 911

LEARNING CENTER MAIN OFFICE PHONE AND STREET ADDRESS

700 Howe Road

Chesterton, IN

(219) 395-9555 (219) 395-8403 after office hours

Indiana Dunes Environmental Learning Center

What to Bring

It is important to remember that you will be outdoors as much as possible during your stay at the center, so it is necessary that you come prepared. If you do not have some of the items **don't think that you need to buy them**; you should substitute, improvise, or talk to your teacher.

Prepare for the weather; it can be warm, cold, windy, rainy, sunny, or snowy in the Dunes.

Remember that you will be carrying your own luggage, so do not bring more items than you can carry.

- 1 small backpack
- 1 to 2 plastic 1-liter water bottles (can be emptied pop bottles)
- 1 poncho or raincoat (winter coat if appropriate)
- 1 hat (appropriate for season)
- warm gloves, scarf, etc. for cooler temperatures
- 4-5 pairs of socks
- 2 extra sweaters or sweatshirts
- 2-3 shirts, at least one long-sleeved
- 3 pairs long pants
- shoes that can get muddy
- extra shoes and a bag for the wet ones
- rubber boots (if possible)
- pajamas
- sunscreen
- bug spray
- lip protectant (ChapStick, Blistex, etc.)
- 1-2 towels and washcloth
- soap, toothbrush, toothpaste
- comb or brush
- drinking cup
- sleeping bag or rolled up blankets and pillow
- extra plastic bags for wet shoes and dirty clothes

Optional Items

- camera
- binoculars
- reading books
 - **AV equipment***
- **recreation equipment***

**optional items for group leaders only.*

Students should not Bring

- snacks, food, drinks, gum, or candy
- radio, tape players, CD players, walkman, electronic games, hair dryers, curling irons, or other electrical devices
- knives or weapons of any kind
- tobacco products, alcoholic beverages, and illegal drugs

Additional Items for Group Leaders

- hair dryers (one per cabin, for use by students if necessary)
- health and permission forms (**please organize according to student's trail group assignments**)
- cabin assignments
- seating and table assignments
- trail group assignments
- copy of application, and contract
- program schedules
- first aid supplies
- student medications
- vehicle for emergencies
- payment check or purchase order

Indiana Dunes Environmental Learning Center Student Health and Permission Form (Page 1 of 2)

A Health and Permission Form must be completed for each student attending the Learning Center. No student will be allowed to participate in Learning Center programs or activities without a completed and signed form on file at the Learning Center.

Parents/Guardians- Please send this form back to your school as soon as possible.

Teachers- Please provide the original health forms, plus a second copy arranged according to trail group assignments.

Please type or print.

School: _____ **Program Date:** _____

Lead teacher: _____

Student's Name: _____

Birthdate: _____ **Age:** _____ **Sex:** M ___ F ___

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____

Parent/Guardian: _____

Work Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: _____

If parent/guardian is not available, emergency contact: _____

Address: _____ **Relationship:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Allergies: (insect stings, medications, hay fever, asthma, etc. Please list severity of the condition and treatment.

Dietary Restrictions: (food allergies, special meal requirements, etc.)

Health problems/concerns: (serious/chronic medical problems, unusual sleep habits, diagnosed behavioral or learning disabilities or any other problems.)

Are vaccinations current? Y ___ N ___ date of last tetanus shot: _____

Indiana Dunes Environmental Learning Center Student Health and Permission Form (Page 2 of 2)

Student's Name _____

Please list any medications and dosage schedule that will be taken while at Indiana Dunes Environmental Learning Center.

Name of Physician: _____ **Phone** _____

Name of Dentist/orthodontist: _____ **Phone** _____

PARENT/GUARDIAN PERMISSION: I hereby give permission for my child to participate in all program activities including field trips and bus transportation to learning sites. My child will follow the rules of the Learning Center and the directions of program leaders.

Signature of Parent/Guardian

Date

I do ____ Do not ____ give permission for photos of my child, participating in Indiana Dunes Environmental Learning Center programs and activities, to be used by the Learning Center.

AUTHORIZATION FOR EMERGENCY TREATMENT

I hereby give permission to medical personnel selected by school or Learning Center personnel to order X-rays, routine tests, necessary treatment and transportation for my child. In the event I cannot be reached in an emergency; I hereby give permission to the physician selected by school or Learning Center personnel to secure and administer treatment; including hospitalization, injection, anesthesia, surgery, and transfusion for my child named above.

Signature of Parent/Guardian

Date

The Indiana Dunes Environmental Learning Center would like to interview your child in one year to find out what information he or she retained from their visit here. The interview would consist of one question, "What did you learn during your visit to the dunes?" The answers your child provides for us will help us to evaluate and improve our program.

I Do ____ I Do Not ____ give permission for the Indiana Dunes Environmental Learning Center to interview my child in one year to find out what he or she remembers about his/her experience here.

Signature of Parent/Guardian

Date